

# Syllabus

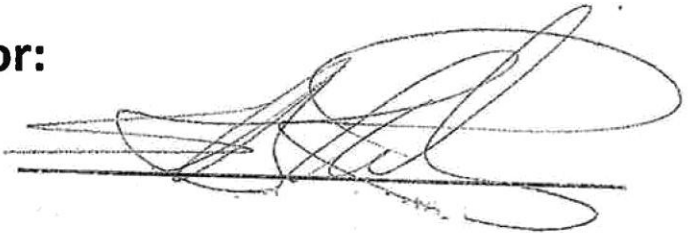
## BSAD2540 PRINCIPLES OF MANAGEMENT

### Committee Members:

Laura Bulas, Central Community College  
Kathy McCune, Mid-Plains Community College  
Angie Shaffer, Northeast Community College  
Lisa Machado, Southeast Community College  
Scott Winters, Western Nebraska Community College

### Facilitator:

Scott Winters, Western Nebraska Community College



Date Reviewed: 3/12/2012

### NCCA Council of Instructional Officers Chair

Dr. Dennis Headrick, Southeast Community College



Date Approved: \_\_\_\_\_

3/16/12

I. **CATALOG DESCRIPTION**

BSAD2540

Principles of Management

None

Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling, and supervising. New and rapidly developing areas of management.

3.0 semester credit hours/4.5 quarter credit hours/45 contact hours

II. **COURSE OBJECTIVES: *Course will:***

1. Provide an understanding of the management concept and leadership
2. Demonstrate the use of management tools for effective decision-making
3. Provide the basis for planning and the strategic process
4. Distinguish between the various forms of organizational structure and design
5. Identify the characteristics of individual, group, and organizational behavior
6. Examine the foundations of motivation and leadership research
7. Describe the process and significance of organizational controlling
8. Provide an understanding of corporate social responsibility and ethics

III. **STUDENT LEARNING OUTCOMES: *Students will be able to:***

1. Explain managing and leading as it relates to today's organizations
2. Identify and describe the definition of and the four components (functions) of Management.
3. Use various management tools for more effective decision-making4.  
Discriminate among the various types of information used in effective decision-making
5. Assess the efficiency and effectiveness of the planning process in management.
6. Examine a long term plan that utilizes the steps of the strategic planning process

7. Identify the various types of and characteristics of organizational structure and design.
8. Discuss the concepts of resource allocation and managing change in an organization.
9. Analyze the foundations of work teams, individual and group behavior in an organization.
10. Discuss the significance of various interpersonal communication methods in organizations.
11. Describe various motivational research models and reward systems.
12. Compare and contrast various leadership styles/classifications.
13. Describe the processes involved in the controlling function.
14. Analyze the significance of the Controlling function in terms of organization effectiveness.
15. Define ethics and corporate social responsibility and their essential components.
16. Examine the impact of corporate social responsibility and ethics on the long term performance of an organization.

#### **IV. CONTENT/TOPICAL OUTLINE**

1. The Changing Paradigm of Management
2. Foundations of the Learning Organization
3. The Environment and Corporate Culture
4. Managing in a Global Environment
5. Managerial Ethics and Corporate Social Responsibility

6. Organizational Planning and Goal Setting
7. Managerial Decision Making
8. Fundamentals of Organizing
9. Structural Design to Achieve Strategic Goals
10. Change and Development
11. Human Resource Management
12. Managing Diverse Groups
13. Leading Function of Management
14. Effective Organizational Control

**V. INSTRUCTIONAL MATERIALS (These are suggested texts; the instructor or institution can select the text that will work best to meet the course objectives.)**

1. Gareth R. Jones and Jennifer M. George. Essentials of Contemporary Management, Current Edition
2. Hellriegel, Don, Susan E. Jackson and John W. Slocum. Managing: A Competency-Based Approach, Current Edition
3. Kinicki & Williams . Management: A Practical Introduction, Current Edition.
4. Kreitner, Robert. Management, Current Edition. Boston, Massachusetts:
5. McKee, Annie. Management A Focus on Leaders, Current Edition. Upper Saddle River, New Jersey:
6. Robbins, Stephen P. and David A. DeCenzo. Fundamentals of Management, Current Edition. Upper Saddle River, New Jersey:
7. Williams, Chuck. MGMT5, Current Edition. Butler University:

**VI. METHODS OF PRESENTATION** (*can vary per instructor*)

- A. Explanation and/or lecture
- B. Video presentation
- C. Student reports
- D. Role play
- E. Guest speaker
- F. Small group activities
- G. Discussion
- H. PowerPoint presentation
- I. Field trips
- J. Internet activities

**VII. METHODS OF EVALUATION** (*can vary per instructor*)

- A. Course grades, at the determination of the instructor, will be based on class and group participation, daily work, exams, presentations, projects, papers, and/or a portfolio.
- B. Instructors will distribute and discuss the evaluation process and his/her grading policies with the students at the beginning of the term.

**VIII. INSTITUTIONAL DEFINED SECTION**

*(To be used at the discretion of each community college as deemed necessary)*